

CHEF (Culinary Health Education for Families)

JOB DESCRIPTION

DEPARTMENT CHEF: Culinary Health Education for Families	TITLE: Program Coordinator	REPORTS TO: CEO, CHEF
DATE REVISED: August 1, 2022	DATE EFFECTIVE: August 1, 2022	EXEMPT or NON-EXEMPT? Exempt

Culinary Health Education for Families program (**CHEF**) is a 501(c)(3) organization located in San Antonio, Texas. Rooted in the belief that *Food is Medicine*, CHEF teaches children and families basic *nutrition* and practical *cooking skills*, with the long-term goal of motivating individuals and communities to adopt and sustain healthier eating habits.

Overview:

CHEF is seeking an energetic, detail-oriented individual who has a passion for supporting the health and wellness of our community's school-aged children and their families by supporting the logistics and implementation of an evidence-based nutrition and culinary skills program designed to encourage life-long healthy eating habits.

SUMMARY OF RESPONSIBILITIES

The Program Coordinator is a full-time position, hired by and directly accountable to the Chief Executive Officer of CHEF. Primary areas of responsibility include: administrative assistance for the entire CHEF Team; proactive management of tasks related to scheduling, preparation, and logistics associated with CHEF programming, trainings, community events, committee, and board meetings; communications and coordination with CHEF partner sites; special event support; data entry/management; compiling and preparing reports and presentations as needed; office management duties including management of supplies, collateral, and marketing materials; and other project management support as needed.

COMPETENCIES/SKILLS

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to develop and foster strong, professional relationships with CHEF team, partners, and clients.
- Ability to anticipate and address potential problems before they occur.
- Ability to support and ensure functionality of an extremely busy office environment.
- Excellent time management skills and ability to prioritize work
- Excellent communication, writing, proofing, editing skills
- Demonstrated experience taking initiative
- Exceptional attention to detail
- Exceptional organizational and project management skills.
- Adaptability
- Ability to work independently as well as with team members
- Ability to multi-task while maintaining high standards of quality
- Demonstrated ability to coordinate multiple schedules, coordinate logistics of programs, and proactively maintain calendars
- Ability to demonstrate professionalism and confidentiality while working with sensitive material .
- Proficiency in MS Office Suite products, including Microsoft Word, Excel, PowerPoint, and Outlook
- Knowledge of office management systems, (ex. record keeping, digital file management, copy machine, and scanning documents)
- Experience in utilizing a database (AirTable experience preferred)

QUALIFICATIONS

- At least 2 years of administrative assistant or project management experience working for a department or team **(Required)**.
- Excellent computer skills including database management, Outlook, Word, PowerPoint, Excel, etc.
- AA or Bachelor's degree **(Preferred)**.

TASKS/FUNCTIONS

- Administrative and Team Support
 - Manage CHEF Master Calendar and coordinate activities as necessary
 - Manage CHEF Info Account: monitor and answer all incoming inquiries, handle all event requests
 - Digital filing, scanning, copying documents
 - Reconcile/submit expense reports on behalf of CHEF team
 - Manage CHEF "Volunteer Hub" site
 - Check site daily for volunteer registration/communicate with appropriate CHEF facilitator
 - Communicate with volunteers re: upcoming opportunities, training requirements, etc.
 - Manage CHEF Digital Portal: adding/removing authorized users, monitor and manage digital training protocols
 - Manage inventory of office supplies, marketing promotional items and collateral materials, CHEF Kitchen Kits, etc.
- Schedule, organize, and support CHEF Trainings/Demonstrations/Events
 - Assist in calendaring, organizing, and scheduling trainings, meetings, events
 - Secure space for training
 - Schedule CHEF Trainer(s)
 - Communicate (confirm and follow up) with attendees
 - Order food for training
 - Manage all logistics (including set-up and clean-up of room)
 - Communicate with stakeholders, and staff regarding events, trainings, etc.
- Manage updates to CHEF Website including ensuring updated curricula, recipes, tools and materials are loaded and available to CHEF partners
 - Update recipe cards to include photos
 - Manage Spanish translation of CHEF materials (CHEF uses a third-party translation service)
- Support CHEF Database management
 - Coordinate data collection from CHEF program sites/partners
 - Data entry, as necessary
 - Data management (ensure data is up to date, run reports, etc.)
- Provide meeting notes/minutes (as applicable)
- Position will require working occasional evenings and weekends in support of CHEF event events and programming
- Contributes to a positive and productive work environment

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

CHEF is an Equal Opportunity Employer.

Please send resume and cover letter to info@chefs.org